



Municipal Arts Grant Awards General Operating Support & Project Support

FY 2023-2024 GENERAL GUIDELINES & INFORMATION

The Middletown Commission on the Arts welcomes grant applications for programs and/or projects that enrich the lives of Middletown residents through arts and cultural related activities and programs. It shall be the policy of the MCA to encourage and stimulate artistic and cultural creativity within the community. The intent of the Municipal Arts Grant Awards is to provide eligible applicants support for arts and cultural projects, events and activities that benefit Middletown residents.

Under Middletown Code of Ordinances, Chapter 44, Section 44-11 Federal, state or other grants, Part B and herein transcribed in its entirety:

Municipal Grant Awards: Unless specifically approved by the Common Council, all grants requiring the expenditure of any City funds must have a 1:1 matching requirement so that every dollar expended by the City is matched by a dollar expended by non-City sources. No City funds may be used in meeting this dollar-for-dollar matching requirement, nor may any in-kind services be used as equivalents to meet the matching requirement. Every dollar expended by the City must be matched by an actual dollar expended by non-City sources. When applying for municipal grants, the prospective grant recipients must submit copies of the organization's budget from the prior year and the year in which the grant is sought, financial statements for the most current reporting period, and a list of funding sources for the prior year and the year in which the grant is requested.

[Added 5-2-2016 by Ord. No. 07-16]

1. ELIGIBILITY

- A. Applications are open to individuals/groups, nonprofits and businesses planning an arts and cultural project, program or activity to benefit and engage the citizens in the City of Middletown. Refer to page 3 of this document for a list of required documents.

2. CRITERIA

- A. The applicant's program, project, event or activity must meet all of the following criteria:
 1. Artistic and cultural focus
 2. Viability & likelihood of success
 3. Provide a unique service
 4. Fulfill an unmet need
 5. Benefit Middletown residents
 6. Take place in the City of Middletown

3. TYPES OF GRANTS & SCHEDULE

Commission funded art and cultural related programs, projects, events, performances, exhibitions, and public art, include but are not limited to: Community/Teaching, Choreography/Dance, Cultural/Traditional Arts, Design, Digital Media/Film, Literary Arts, Music, Theater/Playwriting, and Visual Arts. The MCA is particularly interested in proposals that reach the city's children and youth as well as the diverse community of Middletown residents. **Applicants are limited to one (1) award per 12 month period. PLEASE NOTE:** Applications with proposals for parades, festivals, and mural/sculpture projects must submit a letter of intent to the Mayor's Office to receive pre authorization which must accompany the MCA grant application. Please contact the Arts & Culture Coordinator/MCA Staff prior to submitting for assistance on these types of proposals.

- A. GENERAL OPERATING SUPPORT (GOS): funding support greater than \$5,000 toward the general operations of a non-profit arts organization. Only nonprofit organizations may apply for GOS. Deadline to apply is the second Monday of January, 2024. See item 9C on page 3 for award amount recommendations.
- B. PROJECT SUPPORT GRANT (PSG): funding support in an amount up to \$7,999 toward an art and/or culture related project by an organization, business, or individual/group. Deadline to apply is the second Monday of September 2023 for projects with a start date after December 31st, 2023, and the second Monday of January 2024 for projects with a start date after April 1st, 2024. See item 9C on page 3 for award amount recommendations.

4. AWARDS, MATCHING FUNDS AND LETTERS OF SUPPORT REQUIREMENTS

- A. All applicants must match awards on a 1:1 basis with actual dollars from acceptable sources. (Middletown Code of Ordinances, Section 44-11)
- B. Payment of awarded funds will be made after a signed contract by the grantee and acceptable proof of match have been delivered to the Arts & Culture Office.

- C. Grant recipients will be required to submit their matching funds documentation through one or more of these acceptable proofs of match: 1. Confirmation letter from source; 2. Copy of the cancelled check from source.
- D. Individual applicants must submit a LETTER OF SUPPORT to offer an evaluation of the applicant's ability to perform the service, activity or program for which the applicant is seeking funding from the MCA. See item 10. (#7), on page 4 for Letters of Support.
- E. Awarded funds are restricted to the items and amounts listed on the "expense projections" of the budget form as presented on the application.

5. APPLICATION AND REQUIRED INTERVIEW

- A. The required 15 minute interview and presentation with a panel of commissioners is an opportunity for the applicants to answer any questions the panel may have. Applications will be disqualified from award consideration if the applicant and/or their representative(s) fail to attend the interview session.
- B. Applications received after the posted deadline will be disqualified from award consideration.
- C. All submitted materials must be typed or legibly hand-printed, no cursive. Un-typed/illegible applications will be returned for correction if received in advance of the due date. Corrections must be made and resubmitted by the original due date.
- D. Applicants are encouraged to present a sample of their work or additional materials at the interview.
- E. Individual applicants under the age of 18 must be accompanied by an adult adviser, mentor, parent or guardian at the interview.

6. FUNDING RESTRICTIONS

- A. The Middletown Commission on the Arts provides funding for creative expenses. Municipal Arts Grant awards are not to be used for political campaigns, personal/personal property use, capital projects, endowments, multiyear grants, or to pay other city expenses. Please contact the Arts Office with questions and clarifications.
- B. Modifications to the awarded project and/or extension of the project date must be formally made in writing to the Chair of the MCA, to be discussed and approved in advance of the funded project with the Commissioners of the MCA.
- C. In-kind services are not acceptable for matching funds.

7. MCA CREDIT AND NOTIFICATION

- A. Grant recipients must credit the City of Middletown and the MCA with its official logo on all press releases, posters, print advertising and programs. Grant recipients must also credit the City of Middletown and the MCA on all verbal announcements and broadcasting, as stated in the grant agreement.
- B. Grant recipients are expected to contact the Arts & Culture office by email arts@middletownct.gov with timely notifications of their upcoming MCA grant funded event.
- C. The Arts & Culture Office is available to provide additional publicity for the MCA-funded event/activity through the Office's social media and email distribution list.

8. FINAL GRANT REPORTS

- A. All MCA grant award recipients must complete and submit a Final Grant Report Form within 60 days of the project's completion, and prior to any new application consideration. Failure to submit a final report will make recipients ineligible for future funds. Due dates for grant reports are indicated on the grantee's contract.
- B. GOS recipients will be required to complete and submit both an Interim Report six (6) months after the awarded grant date and a Final Report 60 days after the fiscal year end.
- C. Final reports must include all publicity materials from the event or program.
- D. Applicants are not permitted to apply for future funding until a final grant report from the applicant's most recent grant award has been submitted to and accepted by the Arts & Culture office. No exceptions.

9. COMMISSION DECISION AND PROCESS

- All applications and supporting materials will be reviewed by Arts & Culture staff upon receipt of the application.
- Eligible applicants will be interviewed by the Grants Review panel of the MCA. The Grants Review panel will then present their recommendations to a quorum of Commissioners at a scheduled MCA meeting.
- The MCA will forward recommendations of award amounts to the Mayor. The MCA reserves the right to recommend award amounts in any amount up to the requested amount from the applicant. **PLEASE NOTE:** Applicants are not guaranteed funding; Arts Office staff does not make grant award decisions.
- The Mayor's decision is subject to the approval of the City of Middletown Common Council at their regular monthly meeting held on the first Monday of every month.
- All requirements outlined in these guidelines become binding upon the signing of the Grants Contract by award recipients.

10. REQUIRED DOCUMENTS

CHECKLIST OF REQUIRED DOCUMENTS TO ACCOMPANY THE APPLICATION FOR MCA GRANT	INDIVIDUAL/GROUPS APPLICANT Provide the following ↓	NON PROFIT APPLICANT Provide the following ↓	BUSINESS APPLICANT Provide the following ↓
1. IRS DETERMINATION LETTER & PROOF OF REGISTRATION 501(c)(3) status, and proof of registration with the Secretary of the State of Connecticut.	-	<input type="checkbox"/> REQUIRED	-
2. BUSINESS EIN DETERMINATION LETTER from IRS, minimum 3 yr. continuous history, and proof of registration with the Secretary of the State of Connecticut.	-	-	<input type="checkbox"/> REQUIRED
3. PRIOR year financial statement.	-	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> PLEASE SUPPLY PRIOR YEAR TAX FILING REPORT
4. PROJECTED year financial statement.	-	<input type="checkbox"/> REQUIRED	
5. CURRENT year financial statement.	-	<input type="checkbox"/> REQUIRED	
6. LIST OF BOARD OF DIRECTORS including names/titles, contact info and affiliations.	-	<input type="checkbox"/> REQUIRED	-
7. LETTERS OF SUPPORT see 4D of general guidelines. Document included with application.	<input type="checkbox"/> REQUIRED	-	<input type="checkbox"/> UPON REQUEST
8. MISSION STATEMENT & OVERVIEW on individual/group, business or organization's letterhead.	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> REQUIRED

TO APPLY AND SUBMIT

- Forms and more information: <https://www.middletownct.gov/297/Arts-Grant-Information>
- Questions: Contact the Arts & Culture Coordinator/MCA Staff at 860-638-4510/4511, or email arts@middletownct.gov
- Applications must be received by the MCA Staff by 4 p.m. on the day of the deadline. Staff will confirm receipt of application by email. Applications submitted after the deadline will not be considered.
- Postal mailed or hand delivered to:
ATTN: City of Middletown Arts & Culture Office/MCA
Room B-11, Municipal Bldg.
245 DeKoven Drive
Middletown, CT 06457
- Electronically mailed to:
ATTN: City of Middletown Arts & Culture Office/MCA arts@middletownct.gov



AFFIRMATIVE ACTION AND NON-DISCRIMINATION

Applicants receiving MCA funds must comply with all governmental regulation concerning nondiscrimination. Grantees are prohibited from discriminating against any person or group of persons on the grounds of age, ancestry, color, genetic information, learning disability, marital status, past or present history of mental disability, intellectual disability, national origin, physical disability, including, but not limited to blindness, race, religious creed, sex including pregnancy, transgender status, gender identity or expression, sexual orientation, workplace hazards to reproduction systems, political belief, military or veteran status, or criminal record in accordance with §46a-60(a)(1), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes. Unless provisions are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups, in any manner is prohibited by the laws of the United States or of the State of Connecticut and the City of Middletown. In addition, the Connecticut Fair Employment Practices Act, Connecticut General Statutes §46a-51 et seq., (CFEPA), not only prohibits discrimination based on actual physical disability, but also applies to discrimination based on perceived physical disability. The grantee also agrees to provide the Affirmative Action Officer of the City of Middletown with such information that may be requested concerning the employment practices and procedures of the grantee as related to the provisions of Chapter 26, Article I of the City of Middletown Ordinance.

ADA COMPLIANCE

Applicants receiving MCA funds must comply with the Americans with Disabilities Act (ADA) by making appropriate and reasonable accommodations to ensure that people with disabilities have equal physical and communications access to services and programs, as defined by federal law. If an applicant's facilities or activities do not meet the standards of the ADA, the applicant may be ineligible for MCA funding.

FREEDOM OF INFORMATION ACT

Applications and all information submitted will become public records under the Freedom of Information Act, C.G.S. § 1-200, *et seq.*, unless specifically exempted by the Act.